



CITY OF WESTMINSTER HISTORIC DISTRICT COMMISSION MEETING SUMMARY

**Wednesday, September 7, 2016, at 7 PM
City Hall, 1838 Emerald Hill Lane**

I. Call to Order

- 1) Statement of Authority—The Westminster Historic District Commission derives its authority from Chapter 164, Article 9A of the City Code; which is derived from Md. Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation. The qualifications of the Westminster Historic District Commission are on file at the City Administration Building, 56 W. Main Street; the file is open to the public.
- 2) Roll Call
In attendance were Chair, Kristen McMasters, Vice-Chair, Dean Camlin, Commissioner Kevin Wagman, Commissioner Greg Goodell and Commissioner Steven Colella
City staff: Sandy Anderson, Andrew Gray, and William Mackey were present.
Guests: none

II. Approval of Minutes

Vice-Chair Camlin made a motion to approve the August 3, 2016 meeting minutes. Commissioner Goodell seconded. The motion passed

III. Public Hearings

No public hearings were scheduled.

IV. Old Business

- 1) Holiday House Tour progress update – Mr. Mackey reviewed the Staff Memo and information including budget and tasks.

The Commission discussed information such as entertainment, activities, supplies, luminaries and communication during the House Tour.

- 2) Holiday House Tour proposed street closure information – Mr. Gray reviewed the Staff Memo and information pertaining to road closures during the Holiday House Tour. The Chief of Police and the City's recommendations were included in the road closure information presented to Commissioners.

Commissioner Colella asked about the possibility of allowing attendees to use both entrances to the garage.

V. New Business

TC# 16-01 (Colella) – Mr. Gray reviewed the Staff Memo including a recommendation for *approval of Historic Tax Credit (TC# 16-01)* in the amount of \$1,280.21.

Steven Colella described his project including weatherproofing.

Commissioner Goodell made a motion to approve as recommended by staff. Vice-Chair Camlin seconded. The motion passed.

VI. Commissioner Reports

- 1) Chair McMasters may use Tax Credits in the future for aluminum siding.
- 2) Vice-Chair Camlin reported that Richard Wagner, who wrote the Historic Guidelines for Warfield, will now be their consultant.

VII. Staff Report

- 1) Mr. Mackey discussed social media options.
- 2) Mr. Mackey also discussed the vacancy on the Commission. Mr. Mackey noted that Mr. Gray will stay on the Commission and Ms. Anderson would be filling the empty seat.
- 3) Mr. Gray shared *Preservation Summer School 2016, Social Media for Historic Preservation, Tips and Tools*, with the Commission.

VIII. Public Comment

No public comment

IX. Adjournment

Vice-Chair Camlin made a motion to adjourn. Commissioner Colella seconded. The motion passed. The Commission adjourned.